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Handbook of the Virginia  
State Library



THE LIBRARY  
OF  
THE UNIVERSITY  
OF CALIFORNIA  
LOS ANGELES

# Bulletin of the Virginia State Library

(Issued Quarterly)

Edited by H. R. McILWAINE, State Librarian.

Vol. XIV.

JANUARY, 1921

No. 1

## HANDBOOK OF THE VIRGINIA STATE LIBRARY



UNIVERSITY OF CALIFORNIA  
LOS ANGELES

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Compiled by W. L. HALL, Assistant State Librarian

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1921

## PUBLICATIONS OF THE VIRGINIA STATE LIBRARY.

The titles marked with an asterisk can no longer be supplied.

- Journals of the House of Burgesses of Virginia. 1619-1776. 4v. ed. by J. P. Kennedy, and 9v., by H. R. McIlwaine. 1905-1915. \$10 a vol.
- Legislative Journals of the Council of Colonial Virginia. Ed. by H. R. McIlwaine. 1918-1919. 3v. \$10 a vol.
- First annual report of the Library Board, for year ending June 30, 1904. 1904. 106 p.
- Second annual report of the Library Board, for year ending October 31, 1905. 1905. 134 p.
- Third annual report of the Library Board, for year ending October 31, 1906. 1906. 152 p.
- \*Fourth annual report of the Library Board, for year ending October 31, 1907. 1907. 134 p. Appendix C: List of manuscripts exhibited by the Library at the Jamestown Exposition. Appendix D: Provisional list of works on genealogy in the State Library.
- \*Fifth annual report of the Library Board, for year ending October 31, 1908. 1908. 132, 302, 154 p. Special report: A calendar of legislative petitions, Accomac to Bedford, by H. J. Eckenrode. 302 p. \$1.00. Special report: A trial bibliography of colonial Virginia, 1608-1754, by W. C. Torrence. 154 p. \$.50.
- Sixth annual report of the Library Board, for year ending October 31, 1909. 1909. 96, 164, 94 p. Special report: Separation of church and state in Virginia, by H. J. Eckenrode. 164 p. \$1.00. Special report: A trial bibliography of colonial Virginia, 1754-1776, by W. C. Torrence. 94 p. \$.50.
- Seventh annual report of the Library Board, for year ending October 31, 1910. 1911. 142, 52, 47 p. A record of Virginia copyright entries, 1790-1844. Introduction by J. H. Whitty. 52 p. The seal of Virginia, by E. S. Evans. 47 p.
- \*Eighth annual report of the Library Board, for year ending October 31, 1911. 1912. 54, 488 p. List of the Revolutionary soldiers of Virginia, comp. by H. J. Eckenrode. 488 p. \$2.50.
- Ninth annual report of the Library Board, for year ending October 31, 1912. 1913. 10, 335 p. Supplementary List of Revolutionary soldiers of Virginia, comp. by H. J. Eckenrode, 335 p. \$1.50.
- Tenth annual report of the Library Board, for year ending October 31, 1913. 1914. 48 p.
- Eleventh annual report of the Library Board, for year ending October 31, 1914. 1915. 52 p.
- Twelfth annual report of the Library Board, for year ending October 31, 1915. 1916. 51 p.
- Thirteenth annual report of the Library Board, for year ending October 31, 1916. 1917. 31, 91 p. List of the colonial soldiers of Virginia, comp. by H. J. Eckenrode. 91 p.
- \*Fourteenth annual report of the Library Board, for year ending October 31, 1917. 1917. 35, 450 p. A register of the General Assembly of Virginia, 1776-1913, by E. G. Swem and J. W. Williams. 1918. 450 p. \$2.00.
- Fifteenth annual report of the Library Board, for year ending September 30, 1918. 1919. 16, 54 p. Proceedings of the Committee of Safety of Cumberland and Isle of Wight counties, Virginia, 1775-1776. Ed. by H. R. McIlwaine. 54 p.
- Sixteenth annual report of the Library Board, for year ending September 30, 1919. 1920. 13 p.

(Continued on p. 3 of Cover.)

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1921

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## State Library Board of Virginia

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EDMUND PENDLETON, *Chairman*.....Fine Creek Mills, Va.  
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EGBERT G. LEIGH, JR.....Richmond, Va.  
CHARLES V. MEREDITH.....Richmond, Va.  
LYON G. TYLER.....Holdcroft, Va.

H. R. McILWAINE, *Librarian*,  
*Ex-Officio Secretary of the Board.*

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## State Library Staff

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H. R. McILWAINE.....Librarian  
W. L. HALL.....Assistant Librarian  
J. R. C. BROWN.....Head of Traveling Library Department  
MORGAN P. ROBINSON.....State Archivist  
MISS CORALIE H. JOHNSTON.....Reference Librarian  
MISS ROSE GOODE.....Secretary  
MISS VIRGINIA E. JONES.....In Charge of Periodicals  
MISS ETHEL I. NOLIN }  
MISS LESLIE W. STEVENS } .....Cataloguers  
MISS ESTELLE BASS }  
MISS ISABELLA G. FITZPATRICK } .....Assistants  
MISS MARY E. WRIGHT }

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JOHN D. SNYDER.....Doorkeeper and Janitor  
J. W. TRAINUM.....Assistant Janitor

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## INTRODUCTION

This bulletin is issued to emphasize the value and service of the Virginia State Library. Copies will be distributed to schools, colleges, libraries and other institutions, public officials, and to other individuals upon request. In spite of many handicaps, such as inadequate appropriations, lack of room, insufficient staff, the fewness of local co-operating libraries, and the want of legal powers for the organization of library extension work, the State Library is endeavoring to extend its service to all the people of the State. In view of the plans for the new memorial building for the State Library, it is believed that opportunity and means for fuller development of its service will soon be realized.

# Handbook of the Virginia State Library

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## LOCATION

The Library Building, which houses the Virginia State Library, is located at the eastern end of the Capitol Square, Richmond, Virginia. Under the south wing of the building, its location conveniently provided by the natural slope of the ground, is the State Museum, which contains exhibits of the mineral and timber resources of Virginia, as well as specimens in natural history and various relics of historical interest.

On the first and second floors of the building are the offices of a number of departments and agencies of the State government. The second floor also accommodates the Supreme Court of Appeals, and the Law Library, which is under the direct jurisdiction of the court. The entire third floor is taken up by the State Library. In the rear of the building, reached by entrance on the first floor, is the new Archives annex, which houses the manuscripts collection of the State Library.

## DESCRIPTION

The main Library is reached by elevator and staircase. To the right is the office of the State Librarian, where center the executive activities of the Library. Beyond the librarian's office is a stack-room for newspapers and government documents. Facing the entrance is an alcove which has stacks for reference books and which also contains part of the collection of State documents and newspapers. Here is accommodation for colored readers. To the north of the alcove is the Traveling Library Division. To the south of the alcove and reached also by a hall from the entrance is the main reading room. At the entrance of the reading room is located the loan desk, where books are charged and returned; to the left is the reference desk, where all requests for information and books should be made. The reference librarian may be freely consulted as to the resources of the Library, methods of obtaining books, or information of any kind needed in the course of investigation. A general collection of reference books is shelved in the reading room and alcove, which may be consulted without formality. Occupying a part of the reading room are the racks for current periodicals and newspapers, with the desk of the assistant in charge of periodicals. Commodious tables and comfortable chairs are provided for readers. On the walls of the entrance hall, reading room and alcove are hung the Library's fine collection of paintings, mostly oil portraits of the governors and great soldiers of Virginia. Busts of various notables occupy convenient niches. The reading room also contains special show cases for certain unique documents and relics. Here also is the model of the *Maison Carrée*, at Nîmes, France, brought to Virginia by Thomas Jefferson and used in designing the Virginia Capitol. The main stack rooms are back of the reading room. They are the store rooms for the great majority of the collections of the Library. They are not open to the public. Within the main stack room is the administrative work room of the Library.

## CATALOGS

The Library publishes no general catalog of the books in its collections. Finding lists of various classes of books have been printed from time to time, but it is impracticable to compile for public use a printed catalog of a large and growing library; the rapid addition of material would at once make such a catalog out of date. Card catalogs, however, may be kept constantly up to date by filing the cards for the new acquisitions.

Two card catalogs are located in the reading room. Along the west wall, to the right of the entrance, is the depository catalog of the Library of Congress, the Virginia State Library having been so fortunate as to be selected by the Library of Congress as a depository of one of its sets of catalog cards, containing one card—usually author card—for each of the books cataloged by the Library of Congress. This catalog may be consulted for books in the national library at Washington.

At the left of the entrance is the public card catalog of the books in the State Library. Through this the resources of the Library are made available to readers. To the uninitiated a large catalog may seem so complicated that no effort is made to understand it. This is a mistake. The catalog of any large library is necessarily complex, but its main principles are easily understood, and a little study soon reduces difficulties to a minimum. Fortunately modern college and university libraries provide their students with this practical training; and the means of locating the information stored in books is being increasingly recognized by earnest investigators as a science meriting their study and understanding.

The card catalog is known as a dictionary catalog, the cards being arranged as nearly as is practicable in alphabetical order, as the words in a dictionary are arranged. The cards are of three kinds, representing either authors of books, titles of books, or subjects treated in books. The author cards include not only personal names but also names of societies and governmental bodies, which are authors of their proceedings, reports or other official publications. Names of editors, compilers, translators, prominent illustrators, etc., are also included among the author cards. The cards for titles include titles of cyclopedias, periodicals, anonymous books, fiction, drama, and other works with striking titles. The subject cards are recognized at once by the headings in red ink. Reference cards are to guide the consulter from commonly used forms of names or subjects to the headings used by the Library. For example: Henry, O., pseud., see Porter, William Sydney; Rubber, see India-rubber; Education—Virginia, see also Education and state—Virginia. The cards are so arranged that the drawers read down, in single vertical tiers, and the cards in each drawer read from front to back. To obtain a book after finding its card, copy the call number found on the upper left corner of the card, name of the author, and short exact title. If the volume belongs to a set or series, give the volume or number desired. The call slips provided for this purpose indicate plainly the character of the information needed to obtain the book.

The librarians on duty are always glad to assist readers in the use of the catalog.

## SCOPE OF THE COLLECTIONS

The State Library is not a universal library; it cannot hope to collect all books on all subjects. Such a plan would be out of the question. National libraries may obtain most of their acquisitions automatically and without cost through copyright laws; but the State Library has no such resource, and it would be practically impossible for the State to finance such an undertaking. Nor does the State Library try merely to be a good general library. It has a field of its own in which it may be notable and certain lines in which it may be full and comprehensive. It is a specialized library on those subjects most closely connected with the history and activities of the Commonwealth; as a State library, it seeks to collect everything in regard to the history of the State, in its broadest sense;<sup>1</sup> originally founded as an aid to government, it maintains this character by giving special prominence to collections of political and social science, and related subjects, and collections of legislative journals and documents, national, State and local. All printed material desired for official use by the legislature and State departments will be acquired, if possible, upon request. Although certain subjects are given special prominence, there is no general rule to exclude any desirable material; the Library tries to acquire representative books on all subjects of interest and importance. In fact, there is representation in nearly all subjects, this representation lacking in balance, however, in many instances, as is inevitable in any library which has grown up during a century.

Suggestions for books to be added to the Library are encouraged, and all requests will be considered. Readers may fill out order cards kept at the reference desk for the purpose, or may transmit their requests by mail. The author and title of the book desired should be given, together with the name and address of the reader making the request. The reader will be notified if the book is purchased; if the book is not purchased, the reference librarian will gladly call attention to other material on the subject in the Library.

The number of volumes in the Library is about 150,000.

The scope of the collections is indicated, in a brief, general way, in the following paragraphs.

### HISTORY.

The State Library aims to acquire:

Everything relating to the history of Virginia. The special collection of Virginiana is arranged and cataloged to make its contents most accessible to the student. The collections of Virginia genealogy and biography are as full as possible. The State Library has a noteworthy collection of Virginia newspapers, including such historic papers as *The*

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<sup>1</sup>There are doubtless many persons throughout the State who have books relating to Virginia which they do not specially care to preserve. The Library would be grateful for any such material which it does not already have and which may patriotically be given to it. In cases where libraries are to be sold, the Library would appreciate first opportunity to select and buy what it may need.

Virginia Gazette, Williamsburgh (1767 to 1779),<sup>2</sup> The Enquirer, Richmond (1804 to 1877), The Whig, Richmond (1824 to 1888), and other newspapers famous in their day.

Americana, in a broad sense, with special emphasis on the States most closely connected with the history of Virginia.

Civil war material, particularly that giving the Confederate side.

The standard histories of all countries and events, especially of those European nations more closely identified with American history.

Broad representation in auxiliary branches of history, such as biography, heraldry, archaeology, and antiquities.

#### SOCIAL AND POLITICAL SCIENCES.

The State Library attempts to secure extensive collections on social, economic and political science. In this field are the subjects of legislation and state regulation or control, such subjects as taxation, banking and finance, government, conservation, public utilities, insurance, charities, labor, suffrage and elections.

#### BIBLIOGRAPHY.

As aids to research for students and as indispensable tools in library work, bibliography and library economy are of the greatest importance to the State Library. The attempt is being made to have this collection comprehensive.

#### TECHNOLOGY.

The Library is making particular effort to secure important books and periodicals in this field. The demand for vocational books has received a great impulse in the last few years, and the Library is trying to secure good, representative books on the various subjects. State activities or enterprises, such as highway construction, receive particular attention.

#### EDUCATION.

The State Library collects the reports and transactions of the most important educational bodies and those of governmental agencies, national and State. It acquires the books listed in reading and study courses prepared by State and national authorities. It maintains a good general collection of books on education.

#### AGRICULTURE.

In view of the importance of this subject to Virginia, the Library maintains a good collection dealing with all of the various branches of agriculture and catalogs fully the national and State publications dealing with all phases of the subject.

<sup>2</sup>The issue of July 28, 1776, contains the Declaration of Independence.

## LITERATURE.

The Library attempts to secure all works of Virginia authors and, in a lesser degree, of Southern authors. Very little fiction, except that by Virginia authors, is acquired. No attempt is made to secure a comprehensive collection of the literature of all countries; English and American literature, however, are liberally represented.

## MAPS.

The Library aims to acquire a full collection of maps relating to Virginia.

The Library also has a good collection of general reference works; it subscribes to the most important periodicals; it maintains good collections on natural science, philosophy and religion, music and the fine arts, cartography, and military and naval science; it has a general collection of books for the blind, in various embossed types; it has representation in medicine and law.<sup>3</sup>

## TRAVELING LIBRARIES.

The Traveling Library Division contains about 12,000 volumes of history, biography, literature, fiction, poetry, drama, agriculture, science, travel, etc., devoted to the service of communities and study clubs throughout the State. This division and its service are described in detail on pages 16-19.

## MANUSCRIPTS.

The Library preserves and makes accessible to students, in its commodious and safe Department of Archives, the manuscript archives of the State. The collection is now housed in a new, model, fire-proof building, which is an annex of the Library Building. Visitors find here ample accommodations and facilities for their work.<sup>4</sup> The department contains about 1,500,000 pieces of manuscript relating to Virginia. The collection consists largely of public records transferred from the several State departments or local governmental offices. The law has for years allowed such a transfer so far as the State departments are concerned, but the law was broadened in its scope by the General Assembly of 1918 so as to be made to apply to local records as well as State records not needed in the transaction of current business in the respective offices of their origin.<sup>5</sup> The Library also tries to procure private collections of letters or documents

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<sup>3</sup>The Law Library maintains an extensive collection of works on this subject.

<sup>4</sup>Since the material has been made more accessible and adequate accommodations provided, the users have rapidly increased in number: In the year 1917-18, there were 503; in 1920-21, there were over 1500, from many States and several countries.

<sup>5</sup>Under this act, the Circuit Court of Henrico County has transferred all the records of that county prior to 1781; the Charles City Court, certain classes of its records prior to about 1890; and various other transfers will, doubtless, shortly be made.

relating to the history of the State or to its public men.<sup>6</sup> Thousands of autograph letters and private papers of famous Virginians are included in the collection,<sup>7</sup> which in size and value is second only to that of the Library of Congress. This department is the great storehouse for military records of Virginians who have served in the various wars in which the colony and State have engaged. Indexes to various classes of these military records have been compiled; the great work of indexing the Confederate records of the State is being carried out rapidly.<sup>8</sup> All the material is being arranged scientifically and being made easily accessible to the investigator.<sup>9</sup> Among the most important classes are:

Auditors' letters (letters to Auditors, 1781-1884). 28,703 pieces.

Bounty warrants (land bounties to Revolutionary soldiers). 16,152 pieces.

Confederate polls (votes taken in field for Davis electors, 1861- ). 714 pieces.

Confederate records. 20 volumes.

Convention papers, 1775-1861. 1,109 pieces.

Election returns for General Assembly of 1863. 1,043 pieces.

Executive communications (communications received from the Governors, 1776-1863). Estimated, 50,000 pieces.

Executive papers (communications received by the Governors, 1776-1863). Estimated 200,000 pieces.

George Rogers Clark papers. 21,000 pieces.

Journals of the Governor and Council (executive), 1776-1835.<sup>10</sup> 78 volumes.

Journals of the House of Delegates, 1778-1813 (original mss.). 45 volumes.

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<sup>6</sup>Persons having valuable papers of this description may find here a safe depository for such treasures; and their patriotic contributions to the history of the State will be gratefully received by the Library and will earn the thanks of posterity.

<sup>7</sup>There are many documents of unique interest and value; such as, a note of Nathaniel Bacon, dated October 27, 1674, bearing the only signature of the "First Virginia Rebel" known to be in existence; an address of the Burgesses to Governor Spotswood, signed by the speaker, Peter Randolph, dated November 9, 1710; the marriage contract between Thomas Jefferson and Martha Skelton; the parole of Lord Cornwallis at the surrender of Yorktown; the last letter of General "Stonewall" Jackson to General Robert E. Lee.

<sup>8</sup>It is estimated that this index will require about 150,000 cards.

<sup>9</sup>The Library has obtained assistance in the work of making this material accessible to the historian as rapidly as possible by its system of "archival apprentices," students of the junior and senior history classes of colleges who thus obtain an opportunity to handle original sources and to acquire first-hand information as to the means and the methods of writing history. This plan is fully described in *Virginia's historical laboratory* by Morgan P. Robinson, State Archivist of Virginia, in *The historical outlook*, V. 11, Feb., 1920, pp. 53-54.

<sup>10</sup>Volumes, 1836-1852, are in office of Secretary of State.

- Henrico County records (all prior to 1781).<sup>11</sup> 23 volumes.  
 Henrico County deeds, wills, etc., 1695-1808 <sup>11</sup> (originals). 970 pieces.  
 Military papers. Estimated, 300,000 pieces.  
 Personal property books of the cities and counties of the State, covering approximately the period, 1782-1863, for each jurisdiction. 12,722 volumes.<sup>12</sup>  
 Returns for presidential and vice-presidential electors, 1800-1852. 1,711 pieces.  
 Rejected claims for Revolutionary bounty land. Estimated, 12,000 pieces.  
 Letters to Registers of the Land Office, 1796-1863. 2,481 pieces.  
 Revolutionary War matters. 38 volumes.  
 War of 1812 (mss. muster and pay rolls.) 26 volumes.<sup>13</sup>  
 The mounted, selected manuscript material which composed the exhibit of the department at the Jamestown Exposition, 1907. 460 pieces.  
 Registers of Justices. 17,000 pieces.  
 Militia rosters (returns, etc.). 75,000 pieces.  
 Election returns of General Assembly. 33,000 pieces.  
 Illinois papers (Revolutionary muster and pay rolls of the North-West Territory.) 202 pieces.  
 Miscellaneous Revolutionary muster and pay rolls of the "Western Country." 32 pieces.  
 Miscellaneous Colonial papers, 1774-1776. 282 pieces.  
 Petitions to the General Assembly. Estimated, 25,000 pieces.<sup>14</sup>  
 Transcripts in manuscript of Virginia records, etc., in the archives of Great Britain. 38 volumes.  
     De Jarnette. 3 volumes and mss. index.  
     McDonald. 5 volumes and mss. index.  
     Sainsbury. 20 volumes and mss. table of contents.  
     Winder. 2 volumes.  
     Miscellaneous. 6 volumes.

<sup>11</sup>These records were transferred to the Library on January 13, 1919. The three worst mutilated volumes have been repaired by the most approved process, and others will be treated in the same manner as soon as the necessary money becomes available.

<sup>12</sup>It is estimated that these separate tax books will make 1,611 bound volumes, this estimate being based upon the 387 bound volumes already in hand; the remainder will be bound when the necessary money becomes available.

<sup>13</sup>The department has an index of about 42,000 cards to the two printed volumes of pay rolls and muster rolls of Virginia militia entitled to land bounty under act of Congress of 1850, published by the State, 1851-1852.

<sup>14</sup>These relate to every subject of interest to the people of every county and city of the State. About 20,000 have been indexed according to the county or city from which presented; a general index of the subjects petitioned for, the counties and cities from which presented, and the names of the petitioners will be prepared as soon as opportunity permits. Petitions from the inhabitants of Kentucky, when that State was a county of Virginia, have been published, with full index, by the Filson Club, Louisville, Ky.: *Petitions of the early inhabitants of Kentucky to the General Assembly of Virginia, 1769 to 1792*, by James Rood Robertson . . . . . Louisville, Ky., John P. Morton & Company, 1914. (Filson club publications. No. 27.)

- Aliens naturalized, 1823-1850.<sup>15</sup> 184 pieces.  
 Papers concerning the Society of the Cincinnati, 1783-1810. 222 pieces.  
 Governor's Mansion (repairs, etc.), 1826-1849. 47 pieces.  
 Removal of Monroe's remains, 1858. 88 pieces.  
 Capitol Square, 1811-1819. 416 pieces.  
 Papers concerning the University of Virginia, 1818. 24 pieces.  
 Letters from competing architects describing designs of the Washington Monument, 1849-1850. 36 pieces.  
 Removal of the College of William and Mary, 1824-1825. 108 pieces.

### THE SERVICE OF THE STATE LIBRARY.

The Virginia State Library is essentially a reference library. In its classes of books, its limited number of copies, its rare volumes, its small staff and appropriation, it is not a public library. The latter type of institution is of particular advantage to the city of its location, whereas a State Library exists primarily for ends beneficial to the whole State. The Virginia State Library exists equally for the organized State government, the schools and other cultural institutions of the State, and for the private citizen. As a State department it exists primarily to promote efficiency in government; as a reference library it aims to promote research; as part of the educational system of the State it co-operates with libraries, schools and study clubs in the broad work of education. To the citizen of the State it offers books of all kinds,—books for entertainment, books for instruction, books for research. It meets the demand of the citizen for a greater range of reading than his own resources or those of the local library can supply. It offers material for the special study of topics not adequately treated in small collections as well as the special treatise required by the research of the scholar.

This large central reserve of books, in a well organized reference and lending library, exists for the free use, either in person at the Library, or through loans, or correspondence, of every person and educational institution in the State. It serves as a base of supplies upon which libraries, schools and study clubs—which are thus in effect branches of the State Library—may draw to supplement their resources.<sup>16</sup> In its special fields, the Library contains many books, which on account of their rarity, cost, or specialized character, are to be found only in the largest libraries. Such books, with rare exceptions, can be lent within the State to promote original research or serious study. Public and school libraries may thus meet more adequately the temporary special demands of their patrons and supply material needed for the study of subjects not sufficiently treated in their

<sup>15</sup>This class of material also includes data as to the yellow fever sufferers of 1855.

<sup>16</sup>Where there is no free, circulating library, the school library should also serve as a community collection.

own collections. Every school,<sup>17</sup> every library, and all of the cultural, commercial, professional and industrial organizations of the State may depend upon the Library and become, in consequence, branches of it. This inter-library loan system, by means of which books are obtained through local institutions, supplements the traveling library system and is designed to aid the special student.

It is through its reference work that the Library performs the greater part of its direct personal service to the people of the State. The reading room is open daily, except Sundays, from 9 A. M. to 7 P. M.<sup>18</sup> and the time of several librarians is largely occupied in meeting the needs of readers, borrowers and correspondents.

#### CORRESPONDENCE.

The reference work carried on by correspondence is very considerable in volume and importance. Letters from all parts of the country bring requests for information. The Library encourages such enquiries from persons who cannot visit it in person and attempts to answer all reasonable requests, no matter from where they come. Certain limitations in the amount of time that can be devoted to enquiries by mail are made necessary by pressure of regular work. The mail brings many requests involving more extended search than the Library can undertake; it brings many requests which lack the definite statements needed as clues to investigation; it brings many requests for transcripts of books, manuscripts, or articles in periodicals. It seems desirable, therefore, to indicate what the Library can undertake to do and what limits it has been found necessary to observe in respect to enquiries by mail. The Library will gladly answer:

1. Enquiries as to its possession of any particular books, manuscripts, newspapers or periodicals, if the same are accurately listed. Full name of author, date, place and name of publisher should be given if possible.

2. Requests for references to bibliographies or sources likely to be of use in study of any subject within the scope of the Library.

3. Requests for brief lists of authoritative material in the Library on any subjects within its scope.

4. Enquiries concerning particular facts in history, especially the history of Virginia, or concerning the government or administration of the State, provided the enquiry does not involve extended search.

5. Requests for information desired in order to purchase unusual books; the author of a book of known title; date, publisher, or probable cost or value of a specified book, etc.

6. Enquiries as to the source of a given quotation, if it can be readily obtained. Extracts from books in the Library will be furnished only when

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<sup>17</sup>Almost every teacher in the State needs either for herself, her pupils, or for the people of the community, books which cannot be supplied locally. The Library endeavors to provide such books. It will send a regular traveling library by freight; or send by mail any single book, or group of books, which the teacher may request.

<sup>18</sup>Except the months of June, July, August and September, when the Library closes at 5 P. M. and at 12 M., on Saturdays.

quite moderate in extent and only from books not readily available through local libraries or through book stores.

The Library cannot undertake genealogical work which is usually difficult and time-consuming. Beginners in genealogical work should bear in mind that definite information concerning the history and migrations of several generations is usually necessary for a genealogical search. The Library has not the time or resources to follow these ramifications of kinship; for such work, it must refer the enquirer to the professional genealogist. It must also decline to make extended copies from printed or manuscript genealogies.

Securing photographs of rare illustrations, maps or other material can be arranged for at the enquirer's expense. Here, as in all cases involving outside professional help, the Library will endeavor to refer the enquirer to responsible persons whose charges are believed to be moderate.

#### DEBATE SERVICE.

The Library has a special debate collection consisting of books, pamphlets and clippings on important social, economic and political questions, on the principles of debating, and on the organization and conduct of debating societies. The Library will assist debating teams in schools, colleges and clubs in the selection of subjects, in bibliographical work and by the loan of material.

#### SERVICE TO THE BLIND.

This collection contains books in the New York Point, Line Letter, American Braille, English Braille, and Revised Braille systems of embossed type. Most of the blind readers in the State use the New York Point because this has long been the basis of instruction at the Virginia School for the Deaf and the Blind at Staunton. However, most of the books purchased hereafter will be in the Revised Braille, grade one and a half, the system adopted by the Commission on Uniform Type for the Blind to replace the group of systems hitherto in use in this country. Eventually new books will be available in the uniform type alone. Books for the blind are not restricted to loans within the State; any blind person anywhere may borrow free of all cost any book for the blind which is in the Library. The blind persons who borrow from this Library are not all residents of Virginia; they reside in various other states of the South. The period of loan is not restricted; the books may be kept any reasonable length of time. The books are carried free in the mails, the law extending the franking privilege to all reading material for the blind circulated by a public institution. The label necessary for free return is furnished with each loan. Lists of books in the Library for the blind will be furnished on request.

#### EXHIBITS.

The Library makes exhibits, suited to the occasions which prompt them: Patriotic books, posters, etc., pedagogical books and other literature of in-

terest to teachers during educational conventions; juvenile books, during Children's Book Week, etc. Collections of paintings, drawings, engravings, etc., are exhibited on occasion.<sup>19</sup>

#### TRAVELING LIBRARIES.

Traveling libraries supplement the inter-library and personal loan systems of the State Library. The work is organized to meet the normal demands of study clubs, local libraries, and communities without adequate library facilities. The collection of books from which they are formed is selected with reference to these demands. Traveling libraries are small collections of carefully selected books<sup>20</sup> which will be sent by the Library to any place in Virginia, preference being given to places where it is difficult to provide good books for free circulation. A traveling library may be general in character or on a special subject. Any community or group of people in need of books can obtain one by making formal application; as can any school, local library, study club, or other recognized organization. When the books have been read in one place, they should be returned and application made for a different collection. This will insure a continuous supply of good reading matter. Each library contains from twenty-five to fifty books and is sent free of charge, except that in some cases the local community is asked to pay the small freight charges from Richmond to the shipping point and the return charges to Richmond. These charges amount to but a few cents to each member. Usually, however, the transportation companies of the State carry these libraries free. There are no charges for the use of the books; no charge if books are properly cared for and returned. The boxes in which the libraries are shipped may serve as bookcases while the books are in use; each box contains a miniature charging outfit for keeping the records of loans in the community.

Traveling libraries are furnished on application, on blank forms furnished by the Library: Blank No. 1 must be signed by five tax-payers of the county. These tax-payers constitute the local Traveling Library Board and elect their own officers,—President, Vice-President, and Librarian; the last acts as Secretary to the Board. Blank No. 2 must be signed by the officers of the Board and by one or more persons who are "residents of the State of Virginia, owning real estate therein assessed for not less than \$1000, who endorse the application and agreement, and bind themselves and their heirs and assigns to protect the Virginia State Library against any loss that may occur through failure of the borrowers to make good their agreement, or otherwise, provided that the total responsibility shall not exceed \$100.00."<sup>21</sup> Blank No. 3 must be signed by the Librarian, and is self explanatory.

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<sup>19</sup>The recent exhibit of the work of the two Virginia artists, John Gadsby Chapman and Conrad Wise Chapman, has excited much interest. This exhibit is a permanent one.

<sup>20</sup>In purchasing books, the Library is glad to have its patrons suggest books considered particularly helpful in their communities. Approved books not in stock will be ordered as funds permit.

<sup>21</sup>Certain modification of the requirements of Blank No. 2 is permissible in the case of libraries for public schools. See p. 17.

There are various kinds of traveling libraries planned for different classes of readers and institutions. They are:

1. Libraries for general readers.

These contain books of biography, history, travel, agriculture, science, hygiene and sanitation, literature, fiction, etc., but not more than 50% fiction will be included in any library. They are available ordinarily in fixed groups of from twenty-five to fifty volumes; by request they will be made up to suit the needs or wishes of borrowers, if feasible. The period of loan is six months.

The library should be kept in the most centrally located and easily accessible place that can be found. This may be a store, post-office, home or other suitable building. The person in charge is a resident of the community, the local librarian, school teacher, or member of the reading circle. The custodian of a traveling library, indeed of any library, should have sympathy, enthusiasm and a real interest in seeing that every person in the community gets the books adapted to his needs.

2. Libraries for public schools.

The State maintains a fund to encourage and develop permanent school libraries.<sup>22</sup> This work is supervised by the Department of Public Instruction, which realizes that a library is a necessary part of the equipment of a school. The State teaches children to read and awakens their desire for reading; but the small collection established through the provision for school libraries will seldom develop into such a comprehensive library that the children or the people of the community will see many of the books they wish, unless they can borrow from outside sources. So traveling libraries come in to furnish a continuous, fresh stream of wholesome modern literature, supplementing the resources of the school library.

Books lent to schools are primarily for general reading by the children and the people of the district and are not intended to take the place of the school library in supplying supplementary reading for school work, though such books will be supplied from the general traveling library collection, whenever available. It is impracticable to buy duplicate copies of books recommended for school reading in sufficient numbers to satisfy requests from schools. The permanent library of a school is expected to possess these books. Reference libraries in history, literature and natural science will be made up on request, when possible.

In making application for these libraries, Blank No. 2 may be signed by the teachers, who thus become the personal guarantors of protection to the Virginia State Library. Whenever possible, application should be made in June for books wanted at the opening of the fall term. The period of loan is the school year, and school libraries should be returned by July 1.

3. Libraries for small public libraries.

The State traveling libraries form a helpful supplement to the collections of libraries which can buy but few books. Libraries may obtain either the

<sup>22</sup>See, pp. 35, 36.

fixed collections or submit lists from which the division will supply the desired books, if possible.

The loan period is six months.

4. Libraries for study clubs, private schools, Sunday schools, and other organizations.

Study clubs and other organizations have certain privileges: The use of the books may be restricted to members, and the hours and times of lending are entirely in the control of the organization.

#### STUDY CLUBS.

Only a few of the younger people of the State are able to leave their work and attend colleges. Many older people and many young people as well are anxious to educate themselves in general or in some special line of work. In order to encourage study in the literary associations of the State, the Library will register any group of people organized to study any particular subject and will prepare and send to them a special collection of books covering the subject to be studied.

Each study club should have five or more members; and it should adopt a course of study approved by the Library, consisting of not less than ten meetings, covering a period of not less than ten weeks.

The primary requisite for such approval is that the subject be sufficiently limited in scope to permit of its intelligent study within the time allotted. It is a common error, particularly among amateurs in club work, to crowd a program full of topics under the mistaken impression that the work is in that way made more interesting. Experience makes it clear that such courses result in weariness or inattention and at the end the members have received so many fleeting impressions that nothing, except possibly the topics of their own papers, stands out clearly and there is little incentive to follow up any suggestion received. Such a course may be literary but it is not study. A course should be limited to a single subject: in history, to one country or topic; in art, to one school; in literature, to one language or subject, etc. It is desirable to narrow the work to much closer limits. Countries of great historical interest should be studied during two or three years consecutively; or, if taken in a single year, the outline of study should exclude all interests not closely associated with the development of the main topic; for example, one-year courses on England generally include a little literature and exclude art; one-year courses on Florence generally include art and exclude literature. Certain countries, also, have been the scene of more than one civilization and include too many varied interests to form a satisfactory topic for one year's work. In literature, art, economics and other topics, courses should be similarly restricted.

The most successful study clubs also plan their courses in sequence, carrying the same or naturally associated subjects through a period of years; for example, three years on England, a fourth on Scotland, a fifth on Ireland.

Before the club disbands in the spring, the subject of study for the following year should be chosen and a tentative outline submitted to the

Library for approval before the final decision of the club. Libraries will be selected with special reference to approved courses, but broad outlines should be indicated, rather than a list of special topics, some of which are often unimportant and incapable of being covered satisfactorily in a traveling library. When practicable, the details of the program should not be decided until the arrival of the traveling library.

Applications should be filed early, as libraries will be made up in the order in which the applications are received. Accompanying the official application blanks, should be the outline of study for which the library is to be selected.

The books may be kept for the club year, but should be returned one week after the last meeting.

If possible, a permanent corresponding secretary should be appointed to conduct the correspondence with the State Library. Whenever this corresponding secretary is changed, the name of the new officer should be furnished to the State Library. The name of the club and the place should be on every letter and every program, list of books or other manuscript transmitted.

#### GENERAL CONDITIONS AND INSTRUCTIONS FOR TRAVELING LIBRARIES.

1. Address all correspondence to the State Librarian.
2. Applications must be made on the forms supplied by the State Library.
3. No charge may be made for the use of the books.
4. If the books should be destroyed with the building in which they were kept, the guarantor is not held responsible when suitable precautions have been taken.
5. Libraries are sent by freight unless otherwise requested. Transportation charges, if any, are paid by the borrower.
6. Boxes should be carefully preserved and returned. They are charged to the borrower.

#### GENERAL SUMMARY OF SERVICE.

The State Library will supply books to any citizen of Virginia who needs them.

The State Library will supply books to any student or scholar in Virginia who finds the resources of his personal and local libraries insufficient.

The State Library will furnish books to any adult in Virginia who has a special interest in a certain subject, business, scientific, literary, social or economic.

Wherever a man of science, an engineer or a man of letters, in any part of Virginia, is engaged in research of any kind, and needs a special treatise, monograph, or a publication of a learned society, or the like, not available in his local library, the resources of the State Library are open to him.

Wherever a newspaper man or magazine writer in Virginia needs information, the resources of the State Library are open to him.

Wherever public officials in Virginia need information or material in the discharge of their duties, the resources of the State Library are open to them.

Wherever in Virginia a rural community is without library facilities, and a group of five taxpayers shall make application, a traveling library will be sent for the use of the community.

### THE STATE LIBRARY AND FREE PUBLIC LIBRARIES IN VIRGINIA

A free public library is one which may be used, without the payment of a fee, by any reputable, responsible citizen of the community in which the library is located. Some of the books may be for reference use only, but the majority may be borrowed for home use also. Every responsible citizen of the community may either make reference use of the free public library or borrow books for home use under just the same rules. Whether a library be supported by endowment, by subscription, or by taxation, if its facilities are to be enjoyed on equal terms by all members of the community in which it is located, it should be looked upon as a free public library. It is a library which, though it may not be owned by the public, is free to the public. Most free public libraries, however, are not only used without fee by the public, but are actually owned by the public and supported by taxation, though the buildings may have been presented by Andrew Carnegie or by some other benefactor.

The development of the idea that education is a life process to which many agencies and factors contribute has led to the recognition of the library as an essential part of a system of education. Taking the United States as a whole, one of the most noteworthy features of the intellectual life of the people at the present time is the rapid growth of the free public library system and the use made of such institutions. The distribution by the American Library Association of more than 7,000,000 books to soldiers, sailors and marines during the European War has cultivated the habit of reading and study among millions of young Americans who saw service. In the era of intense economic activity following the war, the public library has been called upon to play a very important part as an agency for promoting education. Through books and libraries, employers and employees may acquire the technical knowledge which results in greater efficiency and increased production. This has been demonstrated by the biggest concerns in the country. Books have long been used as tools in the professions, but it is only recently that business men, farmers and manufacturers have recognized that books, the condensed knowledge of experts, are the most powerful of all tools in the crafts, in trades, industries and commerce. The solution of the social and industrial problems that are agitating the country demands an intelligent understanding. To be a good citizen one needs to be grounded in the ideals of American democracy and well informed on current and political affairs. As an earnest of future good citizenship it may be stated that nearly half of the patrons of public libraries are children. "The stability of any country depends on the intelligence of its people." Self-education is the present need and this may be done voluntarily through the use of libraries.

There should be a public library in every village and city to make it possible for the worker to have books on his occupation; for the teacher

and pupils in schools to secure the books they need; for doctors, lawyers and ministers to get the books they require; for housewives to have access to books on domestic economy; for officials to have books on public questions. The open country is not forgotten in this comprehensive scheme: The development of county library systems should place good libraries in county seats or other centers, with branches throughout the county, using public schools, stores, etc., as distributing points.

It is readily apparent that collections of fundamental books must exist if any general, serious study is done by the community; for the State Library can not lend essential tools needed by everybody, such as reference books, dictionaries, cyclopedias, etc. It is only through such a system of local libraries that the interlibrary loan method of the State Library can fully function in reaching the people of the State.

As yet, many States lack adequate library systems; whole sections have no libraries; millions of Americans do not have free access to books and magazines. According to the United States Commissioner of Education, a very small proportion of the people who live in the open country and in villages and small towns have access to any sufficient collection of books. Sixty million Americans are without adequate library facilities. But the idea is taking firmer and firmer hold of the people of this country that in each community there should be some depository of books where the mass of the citizens may freely go in order to continue the education begun in the schools, or at least to seek relaxation and recreation. Where no public benefactor gives one of these depositories, the people of the community sooner or later make provision for themselves. In at least one State of the Union, it may be said that there is no community whatever, either city, village, or country township, without its free public library.

The rapid increase in the number of free public libraries has undoubtedly been fostered by the generosity of the late Andrew Carnegie, who, as is well known, offered to give to any community in the United States an amount of money sufficient to construct a library building suitable to the needs of the community if as much as ten per cent annually of the first cost of the building should be guaranteed by the community for the purchase of books and the upkeep of the institution. In consequence of this offer, Carnegie libraries are to be found in all sections of the country.

Owing in large measure to the peculiar racial problem of the South, Carnegie libraries in that section are comparatively few. It has been argued that such a public institution would be overrun by the negroes, so that the result would be that the community would have on its hands an institution it was pledged to maintain, but from which its white citizens reaped few advantages. Others have argued against the acceptance of such a bounty from a stranger; or that the acceptance of money made from the labor of others condoned the means by which such a fortune was amassed. The racial problem of the South has also retarded the formation of free public libraries by taxation.

In addition, the people of the South have from the beginning been strongly individualistic, and hence have looked askance at propositions involving the extension of the sphere of governmental influence, whether

national, State or local. The overwhelming merit of a plan of a socialistic or paternalistic character would have to be very evident to the average Southern community before it would be well received. It has taken the free public school system a much longer time to win its way to favor with the middle and upper classes in the South than elsewhere. This does not mean that the South is not as fond of education as the rest of the country, but that opposition to this special method of education has been more widespread. The individualistic idea that a man should educate his own children and not call on the State to do it for him has more largely prevailed heretofore in the South than elsewhere in the country. In the same way, the idea that a man should buy his own books rather than that the community should furnish them has militated against the establishment of free public libraries.

Just, however, as the free public school system has won its way to appreciation in the South, the free public library idea is also winning its fight. Except in rare instances, the individual can no better own a satisfactory library than he can command an adequate system of education for his children. So both the education of the young in public schools and of older persons by means of public libraries are coming more and more to be recognized as functions of the community, and not alone of the individual; and just as separation of the two races in the schools has been found to be practicable, the same thing is being found to be practicable in the case of libraries. Either separate buildings may be provided, or separate rooms in the same building. In operation, the handling of the negro question in relation to the libraries has not been found extremely difficult after all. Accordingly, free public libraries are now being established all over the South.

When Virginia is compared with the other Southern States in respect to the number of free public libraries in operation, the latest available statistics show that she is undeniably backward, or, as some might prefer to say, conservative. With the possible exception of three or four, Virginia seems from several points of view to be the least progressive of the Southern States in library matters. Though the General Assembly of Virginia passed some years ago a very good general library law,<sup>23</sup> according to which any town or city in the State may tax itself to support a library, there are very few libraries in the State supported by taxation.

Aside from her conservatism, another reason why Virginia has been outstripped by her sister Southern States is that no library commission has ever been established in the State, whereas most of the other Southern States have such an agency for the promotion of library work. The function of the library commission consists in fostering in every way the establishment and growth, and the proper organization and operation of libraries throughout the State. Much of the service of the commission may be done at long distance, but when necessary, the secretary or organizer goes to the community and carries on a regular campaign among the citizens in an endeavor to promote new library organization. Each institution must be

<sup>23</sup>See page 35.

fostered until it becomes thoroughly able to look after itself. The commission makes suggestions as to sites, gives assistance as to planning or remodelling buildings, suggests the kind and amount of equipment needed, indicates the proper methods of administration, recommends lists of books for purchase and methods of purchase, suggests the best arrangement of books and a suitable catalog, and, in some cases, gives actual work in classifying and cataloging the books started off with, instructing at the same time the person in charge—in such cases it being probable that the library would be merely able to employ as librarian some local worker unfamiliar with modern library methods. The commission inspects all registered libraries, maintains advisory supervision and guidance of existing institutions, distributes money allotted to them by the State, and approves lists of books to be bought with this money. In a word, it is the duty of the library commission, largely through its library organizer, to stir up enthusiasm which will lead to the establishment of libraries, to give expert advice, and to see that the best possible results are obtained with the money invested. The State Library would be extended by each new library, which would be, in effect, a branch of it; and the organizer would advertise thoroughly throughout the State the work and service of the parent institution.

In Virginia, the effort has been made at several meetings of the General Assembly to secure a library commission—not one in name, however, but in fact—by having the State Library Board clothed with all the usual powers of such a commission. It is the natural and logical course that the Virginia State Library should be the actual as well as the nominal head of the library system of the State and that the work of library extension should be done by it. Virginia is fortunate in having a Library Board so constituted that its actions are as far as possible removed from political influence, and which is, in effect, an actual agency of the State's educational system.<sup>24</sup> The Library Board is unpartisan, is already familiar in a broad way with library conditions in the State, and already has charge of a part of the work frequently assigned in other states to a library commission. There being in the State a body of this sort, to which at the beginning the sole duty was assigned of building up a model State Library, which it has done so far as means have been provided by the General Assembly, and this body already having had added to its functions the duty of supervising a traveling library system, which it has also done satisfactorily so far as means and circumstances have permitted, it is undoubtedly the part of wisdom to entrust to it further library extension work in the State. The General Assembly has never shown any indisposition to enlarge the powers and responsibilities of the Board to the extent indicated but it has balked when it came to making the necessary appropriation. A more determined effort than ever before will be made at the next session of the General Assembly to secure this legislation and it is believed that the time is ripe for success.

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<sup>24</sup>The members are appointed by the State Board of Education. They serve without compensation.

HISTORICAL SKETCH.<sup>25</sup>

The beginnings of the Virginia State Library are to be sought in early colonial times. In the collection to-day there are about fifty books belonging to the Council of colonial Virginia, having in them the Council's book-plate. The Council was a body performing executive, legislative, and judicial functions. It assisted the governor in the administration of the laws; as the upper house of the General Assembly, it took part in the passage of laws; and as the highest court in the Colony, it interpreted these laws. Its varied and responsible functions demanded that it should have the best assistance that could be obtained from books, and this demand was recognized in the early formation of a working library. It is not now apparent at what date the collection of these books was begun; nor can it be said how many books were secured for this library during its entire history, or what number it contained at the time of its greatest expansion. It is altogether probable, however, that the number secured first and last was considerable; for it must be remembered that the state house in Williamsburg was burned several times, and that the removal of the capital from Williamsburg to Richmond must have been costly in books, to say nothing of the vicissitudes to which the books have been subjected since first brought to the present capital of the State.

As soon as Virginia became a State, some of her enlightened citizens saw clearly the advantages that would ensue from the founding of a public library—one to be used not only by the members of the General Assembly, the judges of the various courts, and the department officials, but also by the citizens at large. Notably, Thomas Jefferson had this vision. He was a member of the committee of revisers of the laws of Virginia, appointed in 1776 to make a consistent code of the laws already on the statute books and to suggest additional laws suited to the new conditions. Thomas Jefferson's fellow members were Edmund Pendleton, George Wythe, George Mason, and Thomas Ludwell Lee, the most of the work of the committee being done, however, by Jefferson, Pendleton, and Wythe. The report of the committee was ready for the action of the Assembly of 1779, and it was printed in full in 1784. It consisted of one hundred and twenty-six bills recommended by the committee for passage by the General Assembly. The bills relating to public education were three in number, all written by Jefferson. The first had the title, "A Bill for the More General Diffusion of Knowledge"; the second, "A Bill for Amending the Constitution of the College of William and Mary and Substituting More Certain Revenues for its Support"; and the third, "A Bill for Establishing a Public Library."

The bill for the establishment of a public library provided that ten thousand dollars a year should be laid out in the purchase of books and

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<sup>25</sup>This historical sketch is almost an exact copy of an article appearing in *Tyler's quarterly historical and genealogical magazine*. V. 1 (July, 1919), pp. 18-25. The article was prepared, however, by the State Librarian and may hence very properly be made use of in the present connection. Changes have been made here and there, in the latter part of the article especially, in order to bring all information up to date.

maps for a public library to be established in the city of Richmond, and for defraying the expenses necessary for their care and preservation. The library was to be under the management of a board of visitors, consisting of three persons appointed by the General Assembly, who were to serve without pay, and who were to select a competent librarian to take actual charge of the institution. The library was to be a reference library, pure and simple, the privilege of withdrawing books for home use not being granted even to the librarian or to the members of the board of visitors. But, in the language of the bill, the library was to be "made useful by indulging the researches of the learned and curious, within the said library, without fee or reward, and under such rules for preserving them safe and in good order and condition as the visitors shall constitute." Jefferson had a vision more penetrating than that of most men of his time, but even he was unable to foresee the day when books would be carried to the front doors of the users. The financial condition of Virginia at that time did not seem to the majority of her legislators to warrant the expenditure of money for the purpose indicated, and consequently, the bill failed.

The first actual provision made by law for the establishment of the Virginia State Library is contained in the act of 1823, entitled "An Act for Completing the Publication of the Statutes at Large." This act set forth that a certain number of volumes of Hening's "Statutes at Large" should be obtained from Mr. Hening at a certain price, and that these should be sold and the proceeds "appropriated for the purpose of a library, under the superintendence of the Executive, for the use of the Court of Appeals and General Court, and of the General Assembly during the sessions thereof." The object of this law was two-fold: first, to secure the completion of the publication of the "Statutes at Large," and, secondly, to found a library. The publication of the statutes went forward to a successful conclusion, but the sale of the copies which came into the possession of the State lagged. It was found a difficult matter to dispose of them. A law was accordingly passed in 1826, entitled "An Act to Provide More Effectually for the Establishment of a Public Library," which provided that the Executive (that is, the governor and his Council) should appoint an agent to dispose of the copies of Hening's "Statutes at Large," and the Supreme Court Reports, to whom there should be allowed such a commission as the Executive deemed necessary. As soon as the proceeds of the sales should be turned over to the treasury, the Executives were authorized to appoint three competent persons to make selection of the books to be purchased. Pursuant to provision of this act, agents for the sale of the books were appointed and a committee for the management of the library named. In 1828 was passed an additional act, having the title "An Act Concerning the Public Library," which authorized the Executive to select in the capitol a suitable room for the location of the public library.

This law of 1828 named the clerk of the Executive Council (that is, the Council of State) as the public librarian. It also provided that the Council should draw up a set of rules for the government of the library. The rules drawn up in pursuance of this consisted of seventeen, and are of no little interest. They provided for the opening of the library from nine

until three every day that the General Assembly was in session, Sundays excepted, and for its opening three days in the week when the General Assembly was not in session. Article 5 of the rules is in part as follows: "For all books issued to any person, a receipt or note shall be given, payable to the governor and his successors in office, of double the value thereof, if in one volume only, but if it be one of a set, then double the value of the set to which it may belong, as nearly as the librarian can ascertain the same, conditioned to return the book undefaced, within the term above mentioned, or to forfeit the amount of such note, which shall be in the following form . . . [Here follows the form of the note.] At the expiration of which, unless application has been made by another person for the same book, and the librarian requested to make a memorandum thereof, the said librarian, upon the book's being produced to him, may renew the issue for the same, for the time, and upon the conditions aforesaid: Provided that every receipt or note shall contain a further forfeiture or penalty for every day's detention of a book beyond the specified time—that is to say: for a folio, one dollar per day; for a quarto, fifty cents per day; for an octavo or duodecimo, twenty-five cents per day. Which forfeiture or penalty may, for good cause, be remitted by the Executive, in whole or in part as the case may require." When it is remembered that it was contemplated that only members of the State government were to use the library—for the library, though called the "public library," was not to be used by the public, but merely to be supported by the public—the strictness of this rule will be more fully appreciated. There are no data to show with what success the rule was operated. It continued to be one of the rules of the institution, certainly as late as 1856, for it is found in the set of rules printed in the general catalog of the library issued in that year.

Rule No. 17 provided that a printed catalog of the books, with the rules and regulations annexed, was to be furnished to each person entitled to the use of the library. In accordance with this rule, the librarian some time in 1828 prepared and published a catalog. From this catalog, which is, however, merely a list of the books in the various sections of the library, it is seen that there were in the library at that time 1,313 books, of which 392 were law books, and many others were public documents. However, there were in the section of history and biography 274 volumes. Two hundred and seventy-eight books were classed as "miscellaneous," which shows the want of skill of the classifier; for under this head were put the collected works of various authors, encyclopedias, dictionaries, books in moral philosophy, and even works which should have been placed under the head of history and biography, already provided for.

Another catalog (or rather list of books) was published in 1831, at which time there were 5,548 books in the library. The next catalog, published in 1849, shows 11,294; the next, published in 1856, shows 17,480; the next, published in 1877, shows about 30,000.

Even after the passage of the law of 1826, providing for the appointment of an agent to dispose of Hening's "Statutes at Large," very little money came into the treasury for some time to the credit of the library fund, and, accordingly, in 1829, provision was made by law for the loan

to the library fund from the literary fund of \$6,000 at an annual interest of six per cent, and the next year provision was made for the loan of \$4,000 at the same rate of interest. With these two amounts many new books were purchased; and this gives an explanation of the great increase in the number of books added to the library between 1828 and 1831, an increase of over three hundred per cent. Provision was made in both these laws for the gradual repayment to the literary fund of the amounts borrowed when the sale of State documents (including Hening's "Statutes at Large") would enable payments to be made.

The clerk of the Executive Council was succeeded as librarian by the secretary of the commonwealth and this official continued to hold the office until July 1, 1903, when, in accordance with the laws passed pursuant to the provision of the present constitution on the subject of the library, the affairs of the institution were given into the keeping of the present Library Board. Of course, for many years the secretary of the commonwealth had had an assistant who actually discharged the duties of State Librarian.

The selection of the books was by the law of 1829 taken out of the hands of the committee of the Executive Council and placed in the hands of a new committee constituted by this act itself, namely, the Joint Library Committee, that is, a committee made up of members of both the Senate and the House. The entire control of the library was given specifically to the Joint Library Committee by the act of 1830, where it remained till, according to provision of the present constitution, it passed into the hands of the Library Board. A committee on the library is still named by each house of the General Assembly, and to these committees, which frequently meet as a joint committee, are referred bills and resolutions affecting the library in any way, but they do not have the control of the library in the old sense.

At present the State Library is controlled by a board of five members, serving without compensation, who are named by the State Board of Education, one member being appointed each year to serve for five years. The Library Board appoints the librarian and makes the rules for the government of the institution, and, with the secretary of the commonwealth, fixes the prices at which are sold the Virginia State documents, the proceeds of the sale of which constituted up to 1920 the library fund, out of which books and supplies for the maintenance of the library were paid for. By the Appropriation Act of 1920, however, this source of revenue was taken away from the Library in accordance with the operation of the Budget Law. Now the Library is taken care of by direct appropriations only.

The constitution of 1902 provided that the law library and the State miscellaneous library should become separate institutions, the State miscellaneous library, or simply the "State Library," as it is usually known, to be under the control of the Library Board, as explained above, and the law library to be under the control of the Supreme Court of Appeals. The two institutions are now, accordingly, entirely distinct, each having its librarian and force of assistants. They are, however, in the same build-

ing. This building was put up in 1892, an annex being added in 1908 and another in 1920. This proximity of the two libraries to each other is very advantageous to both, since the users of either have quick access to the other whenever they may find it convenient.

The only connection in law now between the two is the provision that such law books (that is, court reports, session laws, codes, revised statutes, etc.) as come to the Virginia State Library from other States in exchange for Virginia State documents sent to all the States and territories of the Union, under the system of interstate exchange which has been in operation for many years, shall be sent immediately to the law library. This is exactly as it should be, since, as its title indicates, the law library is a special library for the use, primarily, of the Supreme Court of Appeals. It may be used, however, by any lawyer in the State, and, in fact, by any person whatever who conducts himself in an orderly manner.

The executive head of the Virginia State Library, under the Library Board, holding office "at the pleasure of the Board"—that is, in effect, during good behavior—is the State Librarian, who has control of the work of the institution. The Library Board being a permanent body not subject to political influence, has given a steady and helpful supervision; there has been an undisturbed and increased length of service for library officials, resulting in a continuity of administration which has favorably affected the work of the Library.

From the time that the Library Board assumed charge, on July 1, 1903, it has been the policy of the Board to make the Library as widely useful as possible to the people of the whole State. Accordingly, the Board has made provision for the proper cataloging of the contents of the Library, and has, from time to time, by virtue of the power conferred upon it by law, extended the privilege of borrowing books for home use. On November 21, 1913, the Board granted the privilege of borrowing to every responsible person in the State over eighteen years of age. Before this the privilege of borrowing had been conferred on all ministers and teachers throughout the State.

The cataloging of the Library, using the classification system of the Library of Congress and, when possible, its printed cards, was seriously begun in 1906. The cataloging is now practically up-to-date, with the exception of certain classes in religion and literature, which await the completion of these particular classification schedules of the Library of Congress.

With the participation of the United States in the European War, the State Library organized itself to render what aid it could to the State and nation. The State Librarian in his capacity of Virginia director of the American Library Association War Service, managed the campaigns for the collection of many thousands of books in the State and their distribution to the local stations of the Library War Service (including Camp Lee) or to Newport News for shipment to France. He also directed the very successful campaign carried on in the State in the fall of 1917 to secure money for the A. L. A. The Library also distributed government liter-

ature relating to the war and served as a publicity headquarters in disseminating the instruction of government agencies devoted to the winning of the war.

After the war, the State Library distributed throughout the State Virginia's share—5,576 volumes— of the surplus books left in the possession of the American Library Association after all the books desired had been given to the United States government for the use of the army, the navy and the marine corps.

Considerable work was also done for the Virginia War History Commission, under the supervision of the State Librarian, a member of that Commission. An extensive collection of newspaper clippings relating to Virginia and Virginians in the European War was assembled, organized, grouped by subject and placed in scrap books. Material collected by the War History Commission will eventually be deposited in the State Library.

The 1920 session of the General Assembly passed an act for the addition of an archival annex to the Library building. The most expert advice and service in the design of archival buildings were promptly secured and a model, fire-proof structure was erected without delay. The manuscript archives were transferred to this annex in February and March, 1921.

The transfer of this material hardly relieved appreciably the great congestion in the Library. As far back as 1910 the report of the Library Board called attention to the imminent need of a new building. During the succeeding years the collections of books, periodicals, manuscripts, maps and newspapers have overflowed the shelf space and have had to be piled on the floor in various parts of the building and on top of the stacks.<sup>26</sup> Because of the lack of shelf space the reading room can accommodate only a small collection of reference books. The constant shifting of books, made necessary by the crowding, is extravagant of time and labor. Opportunity to display properly the resources of the Library is a natural means of promoting its use and encouraging its support. Various associations have signified their willingness to transfer their collections to the State Library, if facilities for their accommodation could be provided. If space were available, the books of many organizations would be deposited or donated, to the great advantage of all.

The greatest need of the institution at present is a new building. Given the building, sufficient appropriations and an adequate staff, Virginia might in a few years have a library befitting her present importance and her historic primacy. The building should be ample for all possible uses of the present and for the growth of many years. It should be absolutely fire-proof, not only in itself, but also in all its furnishings. It should be the creation of the most skilled architect in the land, a building at the same time outwardly imposing and, within, perfectly adapted to its intended

<sup>26</sup>It has been necessary to discard some material. The voluminous set of *Specifications and drawings of patents* deposited by the United States government had to be transferred to a storage room in the Davis building and locked up. Later, when this building was given up by the State, these books had to be sent back to Washington.

uses, a building in which every Virginian, however critical, might take a just pride.

Happily this great need is about to be satisfied. A momentous act of the General Assembly of 1920 provided for a library building as a memorial to Virginians who served in the World War. The American Legion in Virginia, with altruistic patriotism, asked this alone in recognition of the State's debt of gratitude. Preliminary conditions have been fulfilled, and plans for a \$2,000,000 building are being perfected.

### PUBLICATIONS.

The State Library is a publication agency of no small importance. It issues an annual report, a quarterly bulletin, and special publications. The most notable of its publications is the *Journals of the House of Burgesses*, of which very few copies of originals are in existence. From the British Record Office, the Library of Congress, the Virginia State Library and the collections owned by the heirs of Mrs. C. W. Coleman, formerly of Williamsburg, Va., it was possible to publish a complete set of these journals. Their value to students of Virginia history and to genealogists can hardly be over-estimated.

Another notable publication is the *Legislative journals of the Council of colonial Virginia*, the Council having been the upper house of the colonial legislature.

It is the policy of the Library Board to have published, as rapidly as means permit, the valuable manuscript material of the Library which has not been printed. The Board is also permitted by law to print annually, as a part of its report, as much as 550 pages of historically valuable material.

The bulletins of the Library contain, in the main, finding lists of material in the various collections. Most notable of the bulletins are those which constitute a bibliography of Virginia.

A list of the publications may be found on the covers of each bulletin.

### RULES.

1. *The rules.*—The Library is free to all persons conforming to the rules. As these are publicly posted in the Library and are printed for free distribution, any violation committed in ignorance thereof will not be excused. For wilful violation of any rule, the offender may be excluded from all further use of the Library.

2. *Suspension of rules.*—No Library rule may be suspended except by official action. Any request for such action should be made to the State Librarian.

3. *Hours of opening.*—The Library is open for readers and borrowers from 9 A. M. to 7 P. M., except during June, July, August and September when it closes at 5 P. M. and at 12 M. on Saturdays. The Library is closed on Sundays and legal holidays.

4. *Decorum.*—Quiet and order must be observed in the reading room. No loud or unnecessary talking is permitted. Begging and soliciting are prohibited.

5. *Access to shelves.*—No one but employees of the Library may have access to its private rooms or shelves, unless accompanied by an attendant or having an official permit.

6. *Reproductions.*—No reproductions by photography or otherwise are permitted without the approval of the State Librarian.

7. *Injuries or losses of books.*—Notes, corrections of the text or marks of any kind on books belonging to the Library are forbidden. Any person violating this rule or otherwise injuring or losing the property of the Library must make good the injury or loss or reimburse the Library for all costs of replacing such property. The borrower is responsible for all losses or injuries beyond reasonable wear which occur to a book while it is lent to him, either for reference or home use. Books are assumed to be in proper condition when issued and if any mutilation or defacing is found, the fact should be reported without delay. If one or more volumes of a set are lost or damaged, the borrower is held responsible for the set unless the lost or damaged volumes can be replaced. Until all assessments for damage or loss are paid, the borrower may not take any further material from the Library.

8. *Lost books.*—Individuals and dealers are warned not to buy books offered for sale bearing the Library's mark. Such books are the property of the Library and should be held and the Library notified.

9. *Borrowers.*—The privilege of borrowing is granted to all persons connected with the State government, to all libraries, institutions and individuals in the State as may be registered with the Library, and to all responsible persons in the State when sufficiently certified.

10. *Preference.*—State officers shall be given preference in the use of any and all books in the Library when needed for official use.

11. *Borrowing through libraries, schools and other institutions.*—Individuals wishing to borrow books from the State Library should apply through the nearest public or school library or other institution registered with the State Library. All applications for books must be made through the librarian of a local library, the principal of a school, or the proper official of other institutions. The books are charged to the borrowing library which becomes responsible to the State Library for them. When, however, they reach the borrowing library, they may be lent under the local rules.

12. *Individual borrowers.*—Where feasible, individuals should borrow through local libraries, etc., under the inter-library loan system, as explained in rule 11. Owing, however, to the fewness of libraries in the State, individuals are generally registered as borrowers. All persons connected with the State government, all ministers and teachers, when sufficiently identified, may borrow books on their own responsibility. In addition every responsible person in the State, over eighteen years of age, whose responsibility may be certified by any member of the General Assembly of Virginia, any State official, any judge, the mayor of any city or town, or any division superintendent of schools, will be registered personally as a borrower. Pupils at schools and colleges and persons under eighteen years of age are not allowed to borrow books but may get their teachers or

parents to borrow for them, or obtain books under the inter-library loan system.

The certification of responsibility does not carry with it any obligation on the part of the certifier to make good possible losses; it is simply a statement that the certifier believes the applicant a proper person to whom the privileges of the Library may be granted. There should be, therefore, no embarrassment on the part of any responsible person in asking for the certificate. If the applicant has no personal acquaintance with any one authorized to write the certificate, he can easily get some friend to introduce him. The applicant is required, in addition, to sign a promise to obey the rules of the Library. On request, printed cards, bearing the customary forms of these statements, will be furnished for signatures.

13. *Cash deposit borrowers.*—A temporary resident, or other person, may become a borrower by making a cash deposit—ordinarily \$2. The money will be refunded when this borrowing privilege is no longer needed, but not until all books have been returned and all fines and damages which may be assessed have been paid.

14. *Restricted books.*—As the State Library is primarily a reference library, only such books are allowed to circulate as will not seriously hamper the reference work of the Library. It has been found by experience that it is necessary, if the greatest good to the greatest number is to be attained, that certain books be kept at all times in the Library. These embrace reference works like encyclopedias and dictionaries, newspapers, books on genealogy and books on Virginia history. If, however, there be duplicates in some cases—and it is the policy of the Library Board to obtain duplicates of all Virginia books—these may be lent, unless of very considerable value, and almost impossible, if lost, to be replaced.

15. *Paintings and statuary.*—This material may not be lent or taken from the building.

16. *Book privileges.*—Ordinarily three books may be taken on borrower's card, if desired; for particular purposes, however, any reasonable number of volumes may be drawn, not to interfere with the needs of other readers.

17. *Reserves.*—On leaving title of book and name and address at the loan desk, a borrower may have books reserved. Notice will be given the borrower when the book is available and it will ordinarily be held for him two days.

18. *Loans.*—Books will be delivered only on personal application or on a written order. No borrower may transfer his privilege or the books borrowed; but requests made in favor of others by persons entitled to draw books will be honored, the borrower being responsible for the books drawn.

19. *Charging books.*—Books issued on call slips are for use in the reading room only. All books taken from the Library must be charged at the loan desk.

20. *Period of loan.*—Except on traveling libraries and books in embossed type for the blind the ordinary period of loan is two weeks. Borrowers living away from Richmond may be allowed four days of grace—

two days for the trip of the book from the Library to the borrower, and two for the return trip. Books in great demand at the State Library are lent for such shorter periods as the Library may fix.

21. *Renewal*.—If, toward the close of the loan-period of two weeks, request be made by the borrower that the time be extended, one renewal of two weeks may be allowed if no one else has applied for the books in the meanwhile. If such application has been made, however, the books must be returned at the end of the first two weeks. Renewals will be received by telephone, mail or on application in person at the Library. If renewed by telephone or mail, the borrower must state his name and the author and the title of the book. The Library is not responsible for the non-delivery of renewal requests by mail.

22. *Recall*.—All books are subject to recall at any time, and when recalled must be returned immediately.

23. *Books not returned*.—Any book not returned after one month's notice may be considered lost, in which case the borrower must pay its full value.

24. *Notice to borrowers*.—The Library does not notify borrowers of date when books are due. Borrowers should keep account of the loan period. Overdue books will be recalled but prompt notice can not be guaranteed.

25. *Fines*.—A fine of two cents will be charged for each day a book is kept over time—that is, more than two weeks if the book is not renewed, and more than four weeks if renewed. Until all fines are paid, the borrower may not take any further material from the Library.

26. *Books for the blind*.—Books in embossed type for the blind are lent free of cost to any blind person. Such books are carried free by mail anywhere in the United States and may be returned free by using the printed label enclosed with each book. The period of loan is not restricted; books may be kept any reasonable length of time. Lists of books in the Library for the blind will be mailed upon request.

For a full description of this service, see p. 15.

27. *Traveling libraries*.—On application of five taxpayers, a traveling library of from 25 to 50 volumes for the use of the community will be sent.

For a full description of this service, see pp. 16-19.

28. *Transportation*.—Borrowers shall be required to pay cost of carriage of books each way, take all precautions in packing necessary to guard against possible injury in shipment and reimburse the Library for any loss or damage in transportation. Traveling libraries are sent by freight unless shipment by express is requested. When books are sent by express or freight, they are sent charges collect; when returned by express or freight, they must be returned with the charges prepaid. A small number of books is ordinarily sent by parcels post at little cost—usually not more than ten cents for several books. Borrowers are required, accordingly, to send as much as ten cents with each request for books. If the postage required is less than ten cents, the difference is refunded; if more, the borrower is expected to send the additional amount when he returns the book.

## LAWS.

*Protection of the books and other property in the State Library, and to punish any person who shall wilfully remove the same therefrom or who shall fail to return the same after receiving notice from the Librarian.*—Any person who wilfully, maliciously or wantonly writes upon, injures, defaces, tears, cuts, or destroys any book, plate, picture, engraving, map, newspaper, magazine, pamphlet, manuscript, or other property belonging to the State Library shall be punished by a fine of not less than five dollars nor more than five hundred dollars, one-half of which shall go to the informer upon conviction of the offender, or by imprisonment in jail for a period not exceeding six months. Any person who wilfully and without authority removes any book or other property from the State Library shall be deemed guilty of misdemeanor. Any person having in his possession any book or other property of the State Library, which he shall fail to return within two weeks after receiving notice in writing from the librarian, shall be punished by a fine not exceeding twenty-five dollars; but if such book should be lost or destroyed, such person may, within thirty days after being so notified to return such books, pay to the State Librarian the value of such book, the value to be determined by the Library Board. (Code of Virginia, 1919, sec. 367.)

*An act to allow public officials in Virginia, both State and local, to deposit records in the Virginia State Library. Approved March 15, 1918.*

1. Be it enacted by the general assembly of Virginia, That any State, county, city, town, village, or other public official in the State of Virginia, or any public board or commission, is hereby authorized and empowered, in his or its discretion, to transfer to the Virginia State Library, for preservation, any official books, records, documents, original papers, maps, newspaper files, printed books, or portraits, not in current use in his or its office; and said State Library shall provide for their permanent preservation; and when so surrendered, copies therefrom shall be made and certified by the State librarian, upon application and the payment of reasonable fees, which certification shall have the same force and effect as if made by the officer or board or commission originally in charge of them. Such fees as may be collected shall be deposited in the treasury of the State to the credit of the library fund. (Acts, General Assembly, 1918, chap. 231.)

*Cities and towns to furnish copies of official publications to the library.*—The mayor of each city and town in the commonwealth shall send regularly at the time of publication to the Virginia State Library two copies of each of the official publications of such city or town, and also two copies of each publication of former years of which the supply has not been exhausted. Official publications for the purpose of this section shall embrace printed reports, in pamphlet or book form, of the officials of the city or town, printed volumes of ordinances and such other special publications as the city or town may authorize to be printed. (Code of Virginia, 1919, sec. 353.)

*Institutions of learning and eleemosynary institutions to furnish to the State Library copies of publications.*—Every institution of learning re-

ceiving appropriations from the State, and every State eleemosynary institution shall, and every other institution of learning and eleemosynary institution in this State may, send to the State Library two copies of each of the books, pamphlets, catalogues, bulletins, or circulars published by such institution. One set of the publications received under this and the preceding section shall be retained as a permanent deposit in the State Library, and shall not be used for circulation outside of the library building. (Code of Virginia, 1919, sec. 354.)

*Punishment for violation of the two preceding sections.*—Any person or the official of an institution, whose duty it is to comply, violating the mandatory provisions of either of the two preceding sections shall be liable to a fine not exceeding one hundred dollars, to be recovered before the police justice of the city of Richmond. (Code of Virginia, 1919, sec. 355.)

*To authorize cities and towns to establish and maintain free public libraries and reading rooms.*—The council of any city or town, under regulations to be prescribed by such council, shall have power to establish and maintain a public library and reading room for the use and benefit of the inhabitants of such city or town, and may levy a tax not to exceed one mill on the dollar annually on all taxable property in the city or town, such tax to be levied and collected in like manner with other general taxes of such city or town, and to be known as the library fund of such city or town.<sup>27</sup> (Code of Virginia, 1919, sec. 3074.)

*Libraries in public schools.*—Whenever the patrons and friends of any public free school shall raise by private subscription and tender to the clerk of the district or city school board, for the establishment of a library to be connected with the said school, the sum of fifteen dollars, the school board shall appropriate the sum of fifteen dollars for this purpose, and shall appoint one intelligent person in the school district, or city, the manager of said library. The district board shall also appoint one competent person well versed in books to select books for the libraries that may be established under the provisions of this section from lists of books approved by the State Board of Education and at such prices and under such rules and regulations as may be prescribed by said board of education; but no school board shall be obliged to appropriate money for more than five libraries as aforesaid in any one year. (Code of Virginia, 1919, sec. 754.)

*Conditions under which State Board of Education may supplement funds for books; who shall order same.*—As soon as any school board shall have made an appropriation for a library in the manner prescribed and the person appointed to select the books shall have submitted the list of books to be purchased and the prices of the same to the clerk of the school board, the clerk of said school board shall forward an order for the said list of

<sup>27</sup>Public library buildings, their equipment and the land they occupy are exempt from taxation. (See Code of Virginia, 1919, Sec. 2272 (d), 2301 (c) ).

books, with a warrant for not less than forty dollars made payable to the contractor or dealer with whom the State Board of Education shall have made arrangements to furnish the books under the provisions of the preceding section, to the division superintendent of schools; whereupon the division superintendent of schools shall forward the order for said list of books, or a copy thereof, an application for State aid and the warrant aforesaid to the department of public instruction. Upon the receipt of said order and warrant the State Board of Education shall remit to the treasurer of the county or city in which such school is situated the sum of ten dollars, the State's contribution for the purchase of books, as aforesaid, and the department of public instruction shall forward the order and the warrant to the said dealer or contractor under rules and regulations to be formulated by the State Board of Education. The treasurer shall have no commission for receiving and disbursing the funds provided for in this and the preceding section. The State Board of Education shall fix rules and regulations looking to as wide a distribution of the funds as may seem practicable. The district school board shall furnish a neat bookcase with lock and key for each library upon application of the manager thereof. (Code of Virginia, 1919, sec. 755.)

*Local manager to carry out rules and regulations for use and preservation of books.*—The local manager of every library shall carry out such rules and regulations for the proper use and preservation of books as may be prescribed by the State Board of Education. The local managers of two or more libraries may be permitted to exchange libraries under rules and regulations to be prescribed by the State Board of Education. (Code of Virginia, 1919, sec. 756.)

PUBLICATIONS OF THE VIRGINIA STATE LIBRARY.

(Continued from p. 2 of Cover.)

- \*Bulletin, v. 1, no. 1, Jan., 1908. Provisional list of works on genealogy. 33 p.
- \*Bulletin, v. 1, no. 2, April, 1908. Finding list of biography. By E. G. Swem. p. 35-134.
- \*Bulletin, v. 1, no. 3, July, 1908. Finding list of American history. By E. G. Swem. p. 135-292.
- Bulletin, v. 1, no. 4, Oct., 1908. List of Shakespeareana. By E. G. Swem. p. 293-308.
- \*Bulletin, v. 2, nos. 1-2, Jan.-April, 1909. Finding list of history. By E. G. Swem. 190 p.
- Bulletin, v. 2, no. 3, July, 1909. Finding list of geography. By E. G. Swem. p. 191-228.
- \*Bulletin, v. 2, no. 4, Oct., 1909. Finding list of fiction. By E. G. Swem. p. 229-275.
- Bulletin, v. 3, nos. 1-3, Jan.-July, 1910. Finding list of social sciences. By E. G. Swem. 352 p.
- Bulletin, v. 3, no. 4, Oct., 1910. Bibliography of conventions and constitutions of Virginia. By E. G. Swem. p. 353-411.
- Bulletin, v. 4, no. 1, Jan., 1911. List of publications of the Confederate States government in Virginia State Library and library of Confederate Museum. Comp. under direction of E. G. Swem. 72 p.
- Bulletin, v. 4, nos. 2-4, April-Oct., 1911. Finding list of science, medicine, agriculture, technology, military and naval science. By E. G. Swem. p. 73-501.
- \*Bulletin, v. 5, no. 1, Jan., 1912. A complete index to Stith's History of Virginia. By M. P. Robinson. 152 p.
- Bulletin, v. 5, no. 2, April, 1912. Finding list of books relating to printing, book industries, libraries and bibliography. By E. G. Swem. p. 153-234.
- Bulletin, v. 5, no. 3, July, 1912. Finding list of music, fine arts and photography. By E. G. Swem. p. 235-280.
- \*Bulletin, v. 5, no. 4, Oct., 1912. A list of newspapers in the Virginia State Library, Confederate Museum and Valentine Museum. Comp. by Mrs. K. P. Minor and Miss Susie B. Harrison, under the direction of E. G. Swem. p. 281-425.
- Bulletin, v. 6, no. 1, Jan., 1913. A list of manuscripts relating to the history of agriculture in Virginia, collected by N. F. Cabell, and now in the Virginia State Library. Comp. by E. G. Swem. 20 p.
- \*Bulletin, v. 6, no. 2, April 1913. A list of the portraits and pieces of statuary in the Virginia State Library, with biographical notes. By E. G. Swem. p. 21-44.
- \*Bulletin, v. 6, nos. 3-4, July-Oct., 1913. An author and subject index to the Southern Historical Society Papers, v. 1-38. By Mrs. K. P. Minor, under the direction of E. G. Swem. p. 45-139.
- Bulletin, v. 7, no. 1, Jan., 1914. A list of manuscripts recently deposited in the Virginia State Library by the State Auditor. By E. G. Swem. 32 p.
- Bulletin, v. 7, nos. 2-3, April-July, 1914. The maps relating to Virginia in the Virginia State Library, and in other Virginia State Departments, with the 17th and 18th century atlas maps in the Library of Congress. By E. G. Swem. p. 33-264.
- Bulletin, v. 7, no. 4, Oct., 1914. A finding list of books in the classes of language and literature in the Virginia State Library. By E. G. Swem. p. 265-326.

(Continued on p. 4 of Cover.)

PUBLICATIONS OF THE VIRGINIA STATE LIBRARY.

(Concluded.)

- Bulletin, v. 8, no. 1, Jan., 1915. A list of some books on debating in the Virginia State Library. By E. G. Swem. 30 p.
- Bulletin, v. 8, nos. 2-4, April-Oct., 1915. A bibliography of Virginia. Part 1. By E. G. Swem. p. 31-767. \$1.00.
- Bulletin, v. 9, nos. 1-3, Jan.-July, 1916. Virginia counties, those resulting from Virginia legislation. By M. P. Robinson. 284 p. \$1.00.
- Bulletin, v. 9, no. 4, Oct., 1916. French newspapers of 1848-50 in the Virginia State Library. By E. G. Swem. p. 285-347.
- Bulletin, v. 10, nos. 1-4, Jan.-Oct., 1917. A bibliography of Virginia. Part 2. By E. G. Swem. 1404 p. \$2.50.
- Bulletin, v. 11, nos. 1-2, Jan.-April, 1918. A contribution to the bibliography of agriculture in Virginia. Ed. by E. G. Swem, from the notes of N. F. Cabell. 36 p.
- Bulletin, v. 11, nos. 3-4, July-Oct., 1918. An analysis of Ruffin's Farmer's Register, with a bibliography of Edmund Ruffin. By E. G. Swem. p. 37-144.
- Bulletin, v. 12, nos. 1-2, Jan.-April, 1919. A bibliography of Virginia. Part 3. The Acts and the Journals of the General Assembly of the Colony, 1619-1776. By E. G. Swem. 72 p. \$ .50.
- Bulletin, v. 12, nos. 3-4, July-Oct., 1919. Collection of paintings, drawings, engravings, etc., by John Gadsby Chapman and Conrad Wise Chapman in the Virginia State Library. p. 73-104. \$ .25.
- Bulletin, v. 13, nos. 1-2, Jan.-April, 1920. A list of the portraits and pieces of statuary in the Virginia State Library, with notes and illustrations. 29 p. \$ .50.
- Bulletin, v. 13, no. 3, July, 1920. Index to Mrs. Cabell's "Sketches and recollections of Lynchburg." p. 31-45. \$ .10.
- Bulletin, v. 13, no. 4, Oct., 1920. Books for the blind in the Virginia State Library. p. 47-62.
- Bulletin, v. 14, no. 1, Jan., 1921. Handbook of the Virginia State Library. Compiled by W. S. Hall. 36 p.
- Calendar of transcripts in the Virginia State Library. 1905. 658 p. \$3.00.
- List of references on the Torrens system of land registration. By J. P. Kennedy. 1906. 31 p.
- Legislative reference lists for various years, published in leaflet or pamphlet form.
- Leaflets: Reprints of various historic documents of Virginia.

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List

Form L9-75m-7,'61 (C1437s4)444

Legislative reference lists for various years, published in leaflet or pamphlet form.  
Leaflets: Reprints of various historic documents of Virginia.

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